

85-2999

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Training and Education 1985 Highlights

STAT DM:

Acting Director of Training and
Education 1026 C O

NO.

DATE

30 August 1985

TO: (Officer designation, room number, and
building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALSCOMMENTS (Number each comment to show from whom
to whom. Draw a line across column after each comment.)

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|---|------------|-----|------------|
| 1. <i>C/DA Plans</i> <i>EXODDA</i> 7D18 HQS | 8/4 | 5/4 | DB |
| 2. <i>EXODDA</i> 7D18 HQS | 4 SEP 1985 | | <i>See</i> |
| 3. <i>EXODDA</i> | 4 SEP 1985 | | <i>J</i> |
| 4. <i>DDA</i> | | | |
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| 11. <i>DDA/PLANS</i> | | | |
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18-7

CONFIDENTIAL

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Office of Training and Education

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1985 Highlights

During the most recent complete fiscal year, FY 1984, OTE had [] enrollments for a total of [] student days in [] courses. These numbers do not include tutorials, foreign language training or other ad hoc training requests. This represents more than double the training that was offered as little as five years ago.

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External training enrollments also hit a new record at [] during FY 1984. Full-time sponsorship during FY 1984 amounted to [] students.

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In 1984, the Management and Administrative Training Division launched a comprehensive training program for secretaries, administrative and technical employees. The program became an instant success with FY 1985 instances of training expected to exceed [] enrollments. The program consists of a series of courses designed to handle the training needs over the careers of this large group of Agency employees, from the Agency Orientation and Office Procedures Course to Supervisory Skills for Secretaries.

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A new training building, [] was completed and the first classes held in it during February 1985. []

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As part of OTE's continuing effort to develop training programs tailored to meet specific needs of Agency personnel, a new DS&T training program was established. The training program, developed utilizing the results of a DS&T-wide needs assessment, includes such specialized courses as Acquisition Management for CIA Technical Personnel, Briefing Technical Material, ELINT Orientation, Writing in the DS&T.

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The Request for Internal Training Form [] is being automated to permit paperless registration throughout the Agency. It is currently being used on a limited, trial basis. Upon full implementation, it is expected that there will be a considerable time savings in the preparation of course rosters, confirmation of enrollments, and the electronic updating of the Agency Training System with course completions.

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The revised Language Incentive Program became effective on 26 May 1985. Each Directorate will apply the new program according to its own operating needs. Highlights of the new program include an estimated doubling of annual LIP award amounts, which totaled [] under the old program, and regular overseas testing to assure continued eligibility for awards for employees in overseas posts.

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OTE is embarking on a major initiative to establish a Soviet Studies Training Program in response to a DCI request. Although still in the initial stages, it looks like it will consist of one required course followed by a series of modules on the Soviet economy, Soviet military strategy and doctrine, politics and culture. The program would be directed to the needs of junior and mid-level officers working exclusively or primarily on Soviet issues.

As part of the continuing effort to make the Career Trainee Program relevant for all of the Directorates in the Agency, separate programs were established for CTs bound for the DS&T and DA. The programs take the form of additional specialized training after completion of the Career Trainee Development Course and the Special Operations Training Course which are taken by CTs from all Directorates.

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